PBRS | Powell Bill Reporting System — Help Guide

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To log onto the Powell Bill Reporting System, you will need your Enterprise Business Services (EBS) Portal User ID and password. If you have forgotten your ID or password, call NCDOT SAP Support Services at 919-707-2208 or send an email to DOTITSAPSupportServices@ncdot.gov. Notify the SAP Support Services personnel that you are an external user for the Powell Bill Program. You will need to provide the eight-digit number entered on your access authorization form.

1. Navigate to https://ebs.nc.gov/irj/portal. The *Enterprise Business Services (EBS) Portal* log on screen displays. (Figure 1)

2. Enter your *EBS Portal User ID* in the **User** field.

3. Enter your *EBS Portal password* in the **Password** field.

4. Click [Log On] or press **Enter**. The *EBS Portal Home* screen displays. (Figure 2)

5. Click the **Powell Bill Reporting System** tile. The *Powell Bill Reporting System Home* screen displays. (Figures 2 & 3)

Figure 1

Figure 2

Figure 3

Powell Bill Manager

PowellBillHelp@ncdot.gov

919-707-4586

(For Powell Bill Reporting System help or if you forget your eight-digit number.)

SAP Support Services

DOTITSAPSupportServices@ncdot.gov

919-707-2208

Hours: 7:00AM — 5:00PM (Mon — Fri)

(For user ID and password help only. You must provide your eight-digit number to the support personnel.)

Powell Bill website

https://connect.ncdot.gov/municipalities/State-Street-Aid/Pages/default.aspx
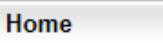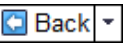
- Click to print the Help Guide. (Figure 1)

- Click to enlarge the Help Guide to view screenshot details, if desired.

- Click to decrease the size of the Help Guide, if necessary.

- Click to hide the Navigation panel on the left side of the screen or click to display it. (Figure 2)

- Click **Home** to return to the *Powell Bill Reporting System Home* screen. (Figure 2)

- Click **Back** to navigate to the previous screen or click to navigate to the next screen. (Figure 3)

- Click ▶ to the left of a heading to expand a section or click ▼ to collapse a section. (Figure 3)

- Click ⏏ to automatically scroll back to the top of the screen. (Figure 3)

Figure 1
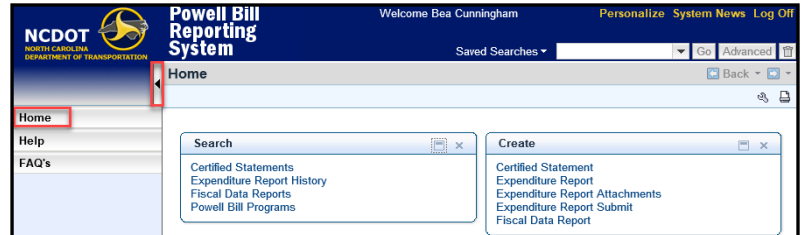
Figure 2

Figure 3

Municipalities use the following process flow within the Powell Bill program. Depending on your role, an end user from their municipality may perform one or multiple steps in the process.

Create Certified Statement	→	Attach & Submit Certified Statement	→	Create Expenditure Report

Attach & Submit Expenditure Report	→	Create & Submit Fiscal Data Report

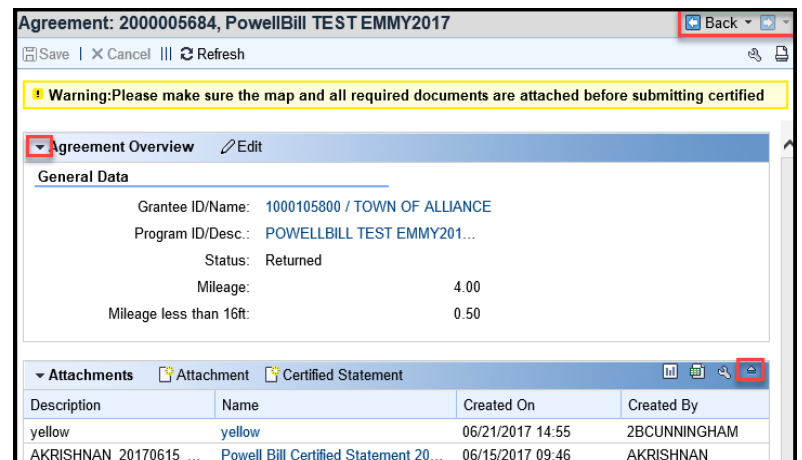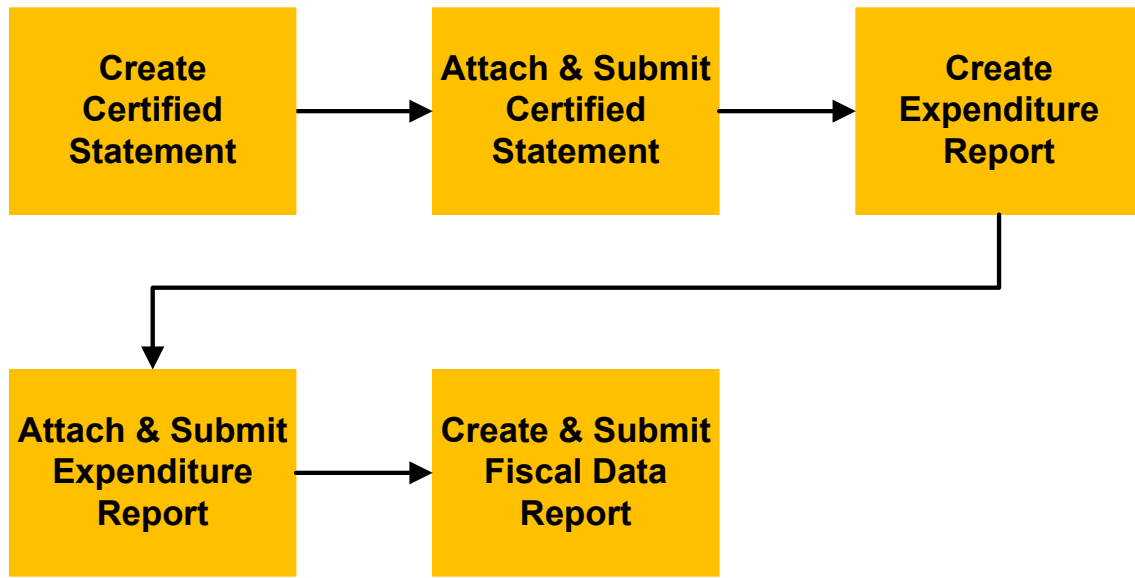1. Click the **Powell Bill Reporting System** tile, if necessary. The *Powell Bill Reporting System Home* screen displays.

2. Click **Certified Statement** in the **Create** section. The *Search: Grantor Agreements* screen displays. (Figure 1)

Figure 1

3. Click the **Agreement ID number** in the **Result List**. The *Agreement: [ID number]* screen displays. (Figure 2)
   Note: The Agreement ID is specific to your login and municipality.

4. Review the yellow warning message. (Figure 3)

5. Click ✏Edit to enter street mileage. (Figure 3)

Figure 2

6. Enter the appropriate value in the **Mileage less than 16ft:** field. (Figure 4)
   Note: This is for sections of road less than 16 feet wide.

Use the Tab key to navigate through the fields in the **Street Length** section.

Figure 3

7. Click ⌄ in the **County** column, then select the desired county. (Figure 4)

8. Enter the appropriate value in the **Dirt Surfaced** column, if applicable. (Figure 4)

9. Enter the appropriate value in the **Soil, Stone or Gravel Type** column, if applicable. (Figure 4)

Figure 4

10. Enter the appropriate value in the **Hard Surface** column, if applicable. (Figure 4)

11. Repeat steps 6 — 9 as needed for additional counties.

12. Click 💾Save . (Figure 5)
    The following message displays:
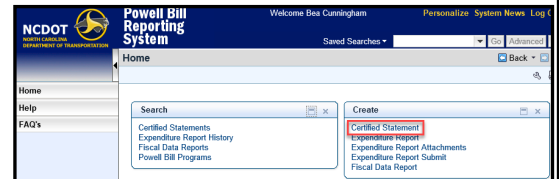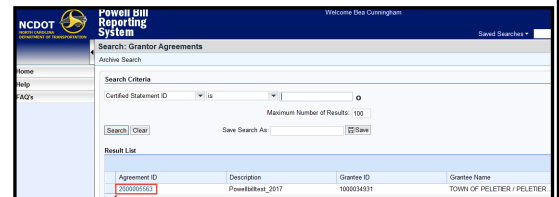   *Agreement 2XXXXXXXXX has been saved*

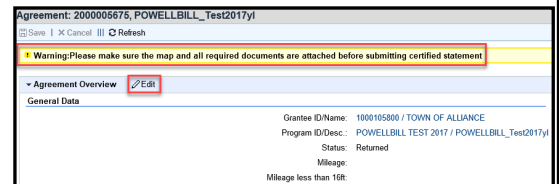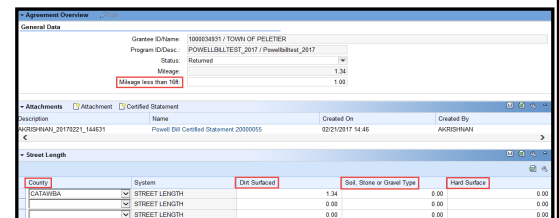
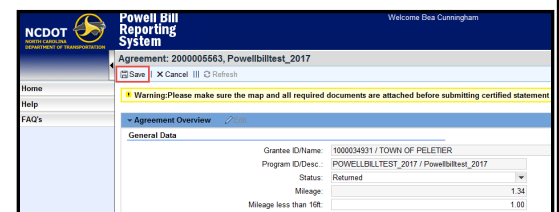Figure 5

13. Click [Certified Statement] . The **Document Templates** dialog box displays. (Figures 6 & 7)
    Note: The template color is based on your town's incorporation date.

14. Click the template form in the **Name** column. The Certified Statement displays. (Figures 7 & 8)

15. Enter the following information in the required fields on the Certified Statement (Figure 8):

    - **Municipality Name**

    - **County** — select appropriate county from drop-down list

    - **Mayor of** — automatically displays

    - **Step 1 — Election Date** — click in the field, then enter a date or click ⌄ to select a date

    - **Step 2 — Ad Valorem Tax**

        a. **per $100 rate** — enter appropriate value
           Note: Enter *0* for first allocation.

        b. **total ad valorem tax levied** — enter appropriate value
           Note: Enter *0* for first allocation.

        c. **Total cash collections** — enter appropriate value
           Note: Enter *0* for first allocation.

    - **Step 3 — Budget Ordinance**

        a. Select the appropriate **Yes** or **No** radio button.

        b. Enter appropriate information in the field or enter *N/A* if this does not apply to your municipality.

    - **Steps 4 & 5** — total values automatically display from previous screen

Figure 6

Figure 7

Figure 8

- **Steps 6 & 7**— select the appropriate **Yes** or **No** radio button (Figure 9)
  Note: These two questions are primarily for new municipalities. If a municipality answers *Yes* to at least one of these questions, then an additional statement page will display.
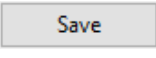

Figure 9

16. Click [save icon] to save Certified Statement to your computer. (Figure 9)

17. Enter a *desired file name* in the **File name:** field. For example, your municipality name followed by Certified Statement (i.e. Wake County Certified Statement). (Figure 10)

Figure 10

18. Click **Save** to save the file to your computer. (Figure 10)

19. Click [print icon] to print statement. (Figure 9)
    Note: Printing on colored paper is not required.

20. Click [X] in the top-right corner to close the template form. (Figure 9)

21. Click [X] in the top-right corner to close the *Document Templates* dialog box. (Figure 11)
    Note: The Certified Statement displays in the **Attachment** section.

Figure 11

22. Click **Home** to return to the *Powell Bill Reporting System* home page. (Figure 12)

23. Obtain all required signatures on printed statement.

24. Affix seal to signed statement.
    Note: All raised seals must be shaded with a No. 2 pencil.

25. Scan signed and sealed statement.

26. Save file to your computer to attach. For additional instructions, proceed to *Attach and Submit Certified Statement* procedure.

Figure 12

After obtaining all required signatures and seals, use the following procedure to attach and submit the Certified Statement.

1. Click the **Powell Bill Reporting System** tile. The *Powell Bill Reporting System Home* screen displays.

2. Click **Certified Statements** in the **Search** section. The *Search: Grantor Agreements* screen displays. (Figure 1)

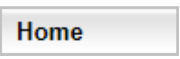3. Click the **Agreement ID number** in the **Results List**. The *Agreement: [ID number]* screen displays. (Figure 2)

4. Click [Attachment] . The *Attachment* dialog box displays. (Figure 3)

5. Enter *Signed Certified Statement* in the **Name** field. (Figure 4)

6. Click [Browse...] . (Figure 4)

7. Select the desired file from your file library.

8. Click [Open] .

9. Click [Attach] . The *Agreement: [ID number]* screen displays. (Figure 4)
   Note: The signed Certified Statement displays as an attachment.

10. Repeat steps 3 — 6 to attach map, add/delete sheet, etc.., as needed.

11. Click [Edit] to change the agreement status. (Figure 5)

12. Click ▼ in the **Status** field, then select **Submitted**.

13. Click [Save] . (Figure 5)
   The following message displays:
   Agreement 2XXXXXXXX has been saved
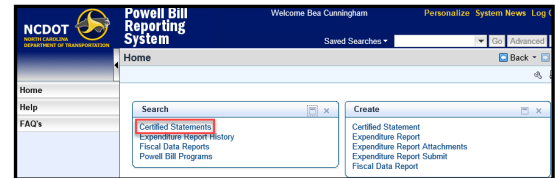   Note: The saved and submitted agreement has been sent to the Powell Bill Program for review.
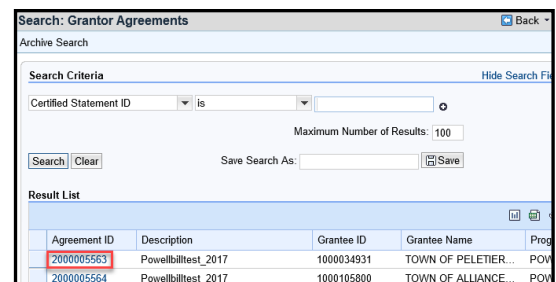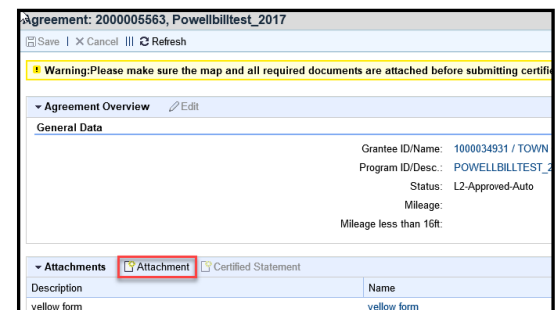

Figure 1
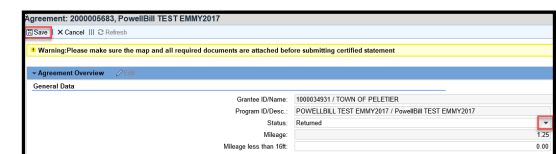

Figure 2

Figure 3

Figure 4

Figure 5

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1. Click the **Powell Bill Reporting System** tile. The *Powell Bill Reporting System Home* screen displays.

2. Click **Expenditure Report** in the **Create** section. The *Search: Change Request Form* screen displays. (Figure 1)

Figure 1

3. Click **Powell Bill Expenditure Report**. in the **Change Request Form** column. (Figure 2)
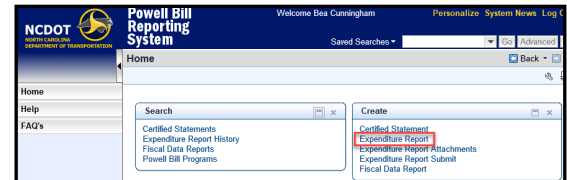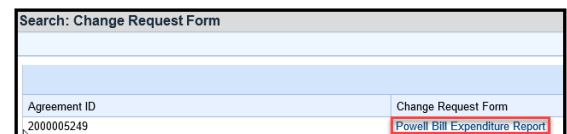   Note: The Expenditure Report specific to your municipality displays.

Reference Figure 3 to complete Steps 4 — 10.

4. Click ⌄ in the **Choose Cash or Accrual Basis** field, then select the appropriate option from the drop-down list. (Figure 3)

Figure 2

5. Review the opening balance that displays in the **Beginning Balance on Hand July 1, 2XXX** field. (Figure 3)

6. Enter appropriate amount for all shaded fields (R100—R104) in the **Revenues for Powell Bill Streets** section as needed.
   Note: Use the Tab key to navigate through the fields.

Figure 3

7. Enter a *brief explanation* in the first **R104 Bookkeeping Correction Brief Explanation** field, if necessary.

8. Review the allocation amount that displays in the **Total Powell Bill Allocation received from NCDOT on October 1, 2XXX and January 1, 2XXX** field.

9. Review the penalty amount that displays in the **Penalty** section, if applicable.

10. Review the total revenue amount that displays in the **Total Revenues for Powell Bill Streets (Current Fiscal Year)** field.
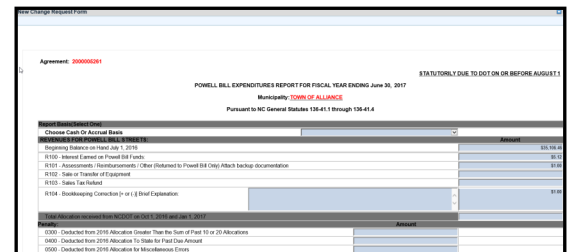
**please proceed to Step 11 on the next page

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Reference Figure 3 to complete Steps 11 — 14.

11. Enter appropriate amounts for all shaded fields (E101—E115) in the **Expenditures for Powell Bill Streets** section, as needed.
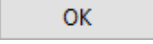   Note: If an amount is entered for E103, the municipality must provide a list of street names that were paved and/or resurfaced in the last fiscal year. Large municipalities may enter *See Attached* in the shaded field and attach a list.

12. Review the total expenditure amount that displays in the **Total Expenditures for Powell Bill Streets (Current Fiscal Year)** field.

13. Review the **Summary** section and the amounts that display in both fields.

14. Review the closing balance that displays in the **Balance on Hand as of June 30, 2XXX (Reserved for Powell Bill)** field.

15. Scroll to the bottom of the document, then click

    Save . (Figure 4) The **Save document…** dialog box displays.

16. Click OK . (Figures 5 & 6) The **New Change Request Form** screen displays the following message:
    Expenditure Report has been Saved successfully. Change Request ID — 4XXXXXXXXX

17. Record the saved Expenditure Report number to reference when attaching required documentation.

18. Click Expenditure Report . (Figure 6) The Expenditure Report displays.

19. Click 🖶 to print statement. (Figure 7)

20. Click ✕ to close the template form. (Figure 7)

Figure 3

Figure 4

Figure 5

Figure 6

Figure 7

21. Click [Home] to return to the **Powell Bill Reporting System** home page.

22. Obtain all required signatures on report as needed.

23. Affix seal to printed and signed report.
    Note: All raised seals must be shaded with a No. 2 pencil.

24. Scan signed and sealed statement.

25. Save file to your computer to attach. For additional instructions, proceed to *Attach and Submit Expenditure Report* procedure.

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1. Click the **Powell Bill Reporting System** tile. The *Powell Bill Reporting System Home* screen displays.

2. Click **Expenditure Report Attachments** in the **Create** section. The *Search: Grantor Change Request* screen displays. (Figures 1 & 2)

Figure 1

3. Click the **Expenditure Report ID** in the **Result List**. The *Change Request: [CR number]* screen displays. (Figures 2 & 3)

4. Click [Attachment] . The *Attachment* dialog box displays. (Figure 3)

Figure 2

5. Enter *Signed Expenditure Report* in the **Name** field.

6. Click [Browse...] . (Figure 4)

7. Select the desired file from your file library.

8. Click [Open] . (Figure 5)

Figure 3

9. Click [Attach] . The *Change Request: [CR number]* screen displays. (Figures 4 & 5)
   Note: The signed Expenditure Report displays as an attachment.

10. Repeat steps 5-10 as needed to attach additional documentation such as the Paving & Resurfacing file, etc.

Figure 4

11. Click [Home] to return to the *Powell Bill Reporting System* home page.

12. Click **Expenditure Report Submit** in the **Create** section. The *Search: Grantor Change Request* screen displays. (Figures 6 & 7)

Figure 5

13. Click the **Expenditure Report ID** in the **Expenditure/Fiscal Report** column. The Expenditure report displays. (Figure 7)

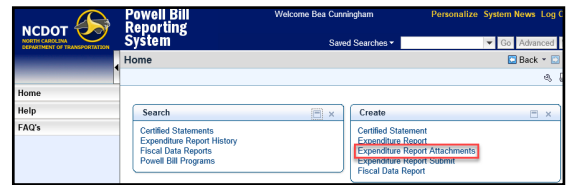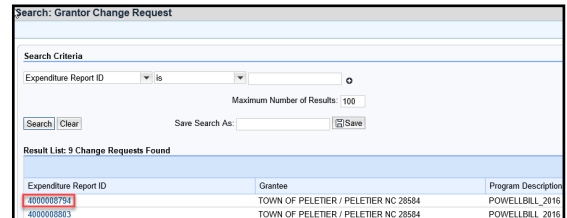****please proceed to Step 14 on the next page**
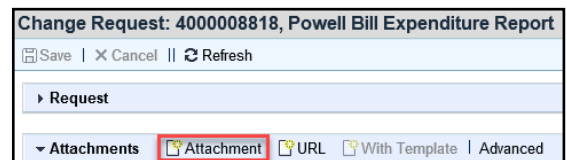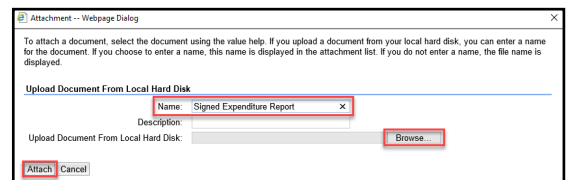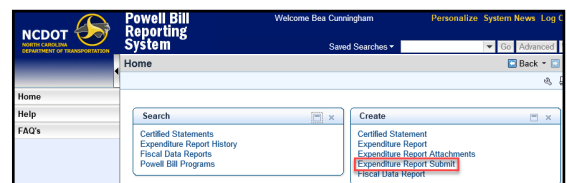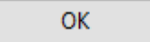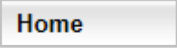

Figure 6

Figure 7

14. Select the **G.S. 136-41.3** checkbox at the bottom of the report. (Figure 8)

15. Enter *your full name* in the **Name** field. (Figure 8)

16. The current date displays in the **Date** field. (Figure 8)

Figure 8

17. Click [Submit] at the bottom of the report. The ***Submit document…*** dialog box displays. (Figures 8 & 9)

18. Click [OK]. The ***Edit Change Request — [CR number]*** screen displays the following message: *Expenditure Report has been Submitted successfully. Change Request ID — **4XXXXXXXXX*** (Figures 9 & 10)
Note: The saved and submitted report indicates it has been sent to the Powell Bill Program.

19. Click [Home] to return to the ***Powell Bill Reporting System*** home page.

Message from webpage

Submit document…

Note:
Before Submit please ensure expenditure report is

signed,scanned and attached using Expenditure

Attachment menu on the main screen.

Click (OK) to continue.
Click (cancel) to cancel.

OK   Cancel

Figure 9

Edit Change Request - 4000008818

Thank You

Expenditure Report has been Submitted successfully.
Change Request ID - **4000008818**
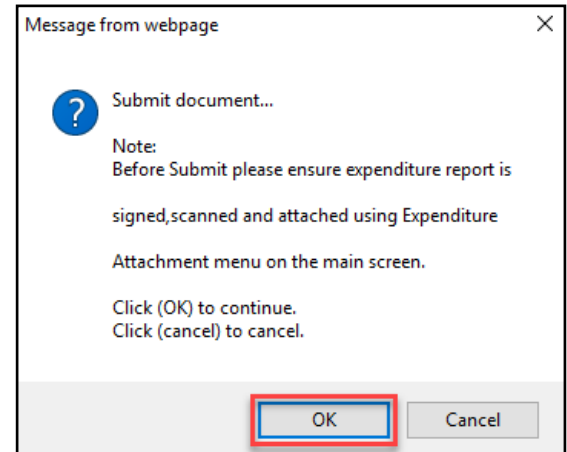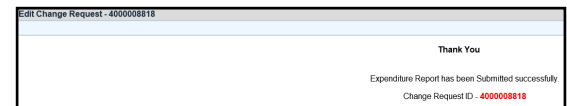
Figure 10

1. Click the **Powell Bill Reporting System** tile. The *Powell Bill Reporting System Home* screen displays.

2. Click **Fiscal Data Report** in the **Create** section. The *Search: Change Request Form* screen displays. (Figures 1 & 2)

Figure 1

3. Click **Powell Bill Fiscal Report** in the **Change Request Form** column. (Figure 2)
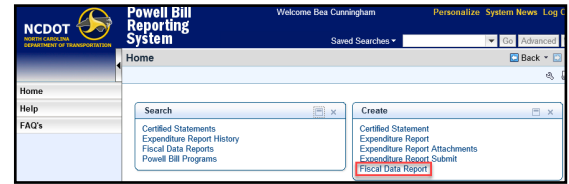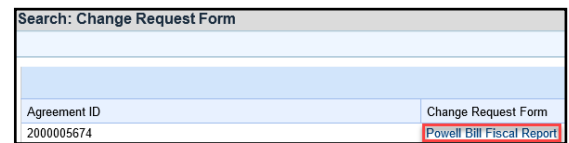   Note: The Fiscal Data Report specific to your municipality displays.

Reference Figure 3 to complete Steps 4 — 11.

Be careful; amounts entered in each field on the Fiscal Data Report must be rounded to the nearest dollar (For example, $450,544.45 must be entered as $450,544)

Figure 2

4. Enter the appropriate amount in the **Payment to State:** section.

5. Enter amounts for each field in the **Disbursements For:** section applicable for your municipality.
   Note: These amounts are for all funds received for street purposes only, NOT just Powell Bill funds.

Figure 3

6. Click ⌄ in the field to select an option from the drop-down list only if a value was entered for Line 8.

7. Review the amount that displays in the **Total Disbursements** field.

8. Enter the appropriate amount in the **Capital and Operating Funds: Balance** field.

9. Enter the appropriate amount in the **Debt Funds Balance** field.

10. Review the amount that displays in the **Total Funds Accounted For** field.

11. Enter amounts for each field in the **Receipts from Local Government Sources** section that are applicable for your municipality.
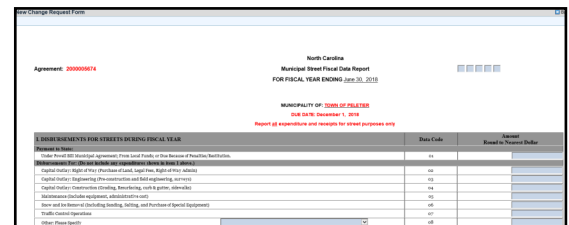   Note: The money could be receipts from the General Fund, Proceeds from Bonds, etc.

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Reference Figure 3 to complete Steps 12 — 18.

12. Click ⌄ in the fields for Lines 23, 26, 31 & 33 to select an option from the drop-down list only if a value was entered for any of these lines.

13. Enter *total funds received for October and January* in the **Powell Bill Funds Received/Allowed: October 1, 2XXX & January 1, 2XXX)** field on Line 30.

14. Enter amounts for each field in the **Receipts from Federal Government** section if applicable for your municipality.

15. Review the amount that displays in the **Total Receipts** field on Line 34.

16. Enter the appropriate amount for the **Capital & Operating Funds: Balance—Fiscal YR Beginning July 1, 2XXX** field on Line 35.
    Note: Enter a value in this field if the municipality <u>only</u> receives Powell Bill funds.

17. Review the amount that displays in the **Total Funds Available (Total Receipts plus Balance Fiscal YR)** field.

18. Ensure amounts in the **Total Funds Accounted For** field on Line 18 and the **Total Funds Available** field on Line 37 are equal.
    Note: A message will display if the amounts do not match.

19. Enter *your full name* in the **Name** field. (Figure 4)

20. Enter *your job title* in the **Title** field. (Figure 4)

21. The current date defaults in the **Date** field. Change, if necessary. (Figure 4)
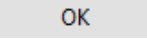
22. Click [Submit]. (Figure 4)
    Note: No scanned attachments are required. If you choose to click Save instead of Submit, record the Fiscal Data Report number.
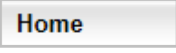

Figure 3

Figure 4

23. Click OK . The **New Change Request Form** screen displays the following message:
Fiscal Report has been Submitted successfully.
Change Request ID — 4XXXXXXXX
Note: Report has been submitted to the Powell Bill Program for review.
(Figures 5 & 6)

24. Click Fiscal Report to print the report for your municipality's records. (Figure 6)

25. Click 🖨 to print statement. (Figure 7)

26. Click ❌ to close the template form. (Figure 7)

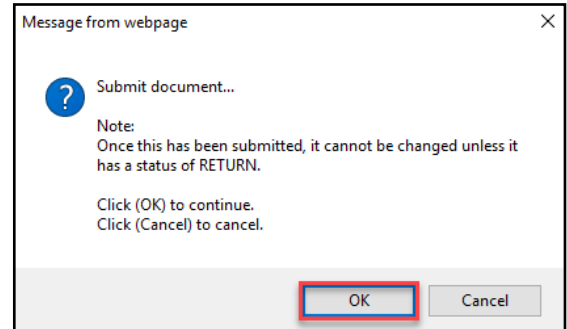27. Click Home to return to the **Powell Bill Reporting System** home page.
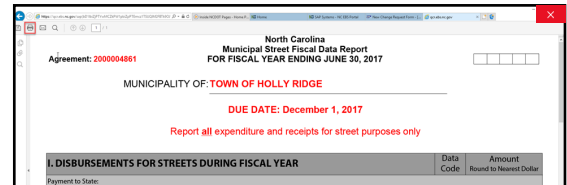

Figure 5

Figure 6

Figure 7

1. Click the **Powell Bill Reporting System** tile. The *Powell Bill Reporting System Home* screen displays.

2. Click **Certified Statement** in the **Create** section. The *Search: Grantor Agreements* screen displays. (Figure 1)

Figure 1

3. Click the appropriate **Agreement ID** in the **Result List**. The *Agreement: [ID number]* screen displays. (Figure 2)

4. Click the link in the **Program ID/Desc.:** field. (Figure 3)

5. Review the related Powell Bill documents that display in the **Attachments** section, if necessary. (Figure 4)

Figure 2

These documents may include:

- Add/Delete Sheet
- Certified Statement & Map Information & Instructions
- Digital Map Information

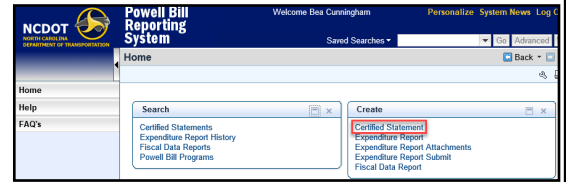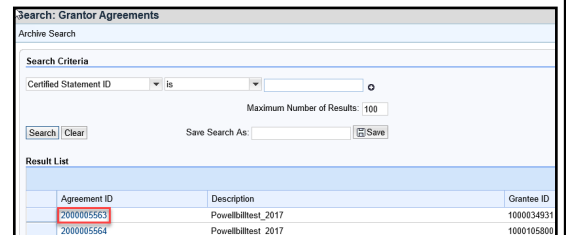Note: These documents are also located on the Powell Bill website.
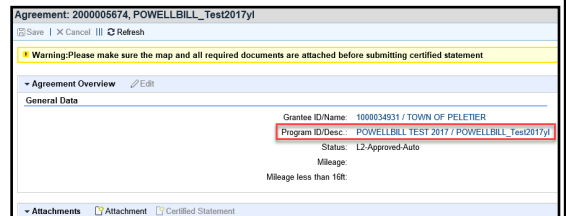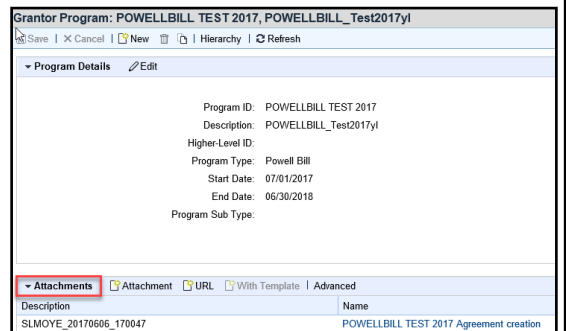

Figure 3

Figure 4